

Technical Training Competency 1.3

Competency 1.3 Technical training personnel shall demonstrate the ability to plan, conduct, and document a training needs assessment or job analysis of a position(s) to determine the training requirements associated with that position.

1. Supporting Knowledge and Skills

- a. Identify the position(s) to be assessed.
- b. Gather appropriate reference and resource materials related to the position.
- c. Interview subject matter expert(s) and supervisors associated with the position to determine the duties and responsibilities in terms of tasks and/or competencies.
- d. Determine the knowledge, skills, and abilities (or specific training) required to support the identified duties and responsibilities.
- e. Validate the results of the needs assessment with other subject matter experts and/or responsible supervisor.

2. Self-Study Activities (corresponding to the intent of the above competency)

Below are two web sites containing many of the references you may need.

Web Sites		
Organization	Site Location	Notes
Department of Energy	http://wastenot.inel.gov/cted/stdguido.html	DOE Standards, Guides, and Orders
U.S. House of Representatives	http://law.house.gov/cfr.htm	Searchable Code of Federal Regulations

Review paragraphs 2.1 through 2.5.2 pages 5 through 14 of DOE-HDBK-1078-94, U.S. Department of Energy Handbook, *Training Program Handbook: A Systematic Approach to Training*.

Read pages 11 through 12 of DOE-HDBK-1077-94, U.S. Department of Energy Standard, *Training Accreditation Program Standard: Requirements and Guidelines*.

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Read pages 1 through 8 of *The Occasional Trainer's Handbook*.

EXERCISE 1.3-A Review Training Needs Assessment Report sample, page 67, Attachment 1, DOE-HDBK-1078-94.

EXERCISE 1.3-B Review Job Aid 1-1, Part A, pages D-2 through D-3 of *The Occasional Trainer's Handbook*.

3. Summary

Needs analysis involves examining the total performance system and identifying the problem(s) and the best solution(s). Needs analysis is the process of investigating to discover the root cause(s) and composing realistic recommendations that will solve the perceived problem(s) and the underlying cause(s). Better definition of the problem(s) allows for development of more appropriate training.

4. Exercise Solutions

EXERCISE 1.3-A Review Training Needs Assessment Report sample, page 67, Attachment 1, DOE-HDBK-1078-94.

ANSWER 1.3-A None required.

EXERCISE 1.3-B Review Job Aid 1-1, Part A, page D-2-D-3 of *The Occasional Trainer*.

ANSWER 1.3-B None required.